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Governor



Doug Nelson
Commissioner

State of Missouri
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Stacy Neal
Director

MEMORANDUM

TO: State Agency Payroll and HR Officers

FROM: OA\Division of Accounting

DATE: October 17, 2013

RE: Cafeteria Plan Refunds

Beginning in November 2013, the Office of Administration, Division of Accounting, will be issuing cafeteria plan refunds by direct deposit. The ACH transfers will be deposited into the employee's bank account based upon the employee's EFT information shown in the SAM II HR system. Check stubs will no longer be printed for these refunds. However, agencies will be emailed a detailed spreadsheet about the refunds in order to assist employees with questions. Employees may be notified by the provider when they are due a refund.

As a reminder, it is not necessary to expire employees EFT windows upon termination. A termination job runs every 90 days to expire all terminated employees EFT windows. This will ensure the cafeteria plan refund will be received by the employee in a timely and efficient manner.

If you have any questions regarding the new process, contact Curtis Forck at (573) 751-1992 or Curtis.Forck@oa.mo.gov.